

## PHARMACY LICENSING GUIDE

### **ELIGIBILITY FOR THE FULL PHARMACIST LICENSE BY EXAMINATION (first license)**

- Graduate from a pharmacy educational program that is accredited by the Accreditation Council for Pharmacy Education (ACPE) of the National Association of Boards of Pharmacy (NABP). If pharmacy program was not ACPE-accredited, must complete the Foreign Pharmacy Graduate Examination Committee (FPGEC) certification program.
- Complete at least 1,600 hours internship experience under the personal charge of a Board-approved preceptor.
- Arrange for submission of verification of licensure in any state or province where licensed, even if the license is no longer active.
- Submit the Pharmacist by Examination license application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html) with a \$60 fee. If also applying for a controlled substance license, the fee is \$145.
- A fingerprint report and criminal background check are required if not previously taken for a Michigan health care license. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.
- Pass the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) for Michigan.

### **ELIGIBILITY FOR THE FULL PHARMACIST LICENSE BY SCORE TRANSFER (previously taken and passed the NAPLEX examination)**

- Graduate from a pharmacy educational program that is accredited by the Accreditation Council for Pharmacy Education (ACPE) of the National Association of Boards of Pharmacy (NABP). If pharmacy program was not ACPE-accredited, must complete the Foreign Pharmacy Graduate Examination Committee (FPGEC) certification program.
- Complete at least 1,600 hours internship experience under the personal charge of a Board-approved preceptor.
- Arrange for submission of verification of licensure in any state or province where licensed, even if the license is no longer active.
- Submit the Pharmacist by Score Transfer license application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html) with a \$60 fee. If also applying for a controlled substance license, the fee is \$145.
- A fingerprint report and criminal background check are required if not previously taken for a Michigan health care license. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.
- Official passing scores from the NAPLEX examination must be received directly from the National Association of Boards of Pharmacy (NABP).
- Pass the Multistate Pharmacy Jurisprudence Examination (MPJE) for Michigan.

## **ELIGIBILITY FOR THE FULL PHARMACIST LICENSE BY ENDORSEMENT (currently licensed in another state)**

- Contact the National Association of Boards of Pharmacy (NABP) to seek instructions on providing your NABP licensure and exam history to Michigan. NABP can be reached at (847) 391-4406, by fax at (847) 391-4502 or at [www.nabp.net](http://www.nabp.net).
- Submit the Pharmacist by Endorsement license application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html) with a \$60 fee. If also applying for a controlled substance license, the fee is \$145.
- A fingerprint report and criminal background check are required. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.
- Pass the MPJE for Michigan.

## **ELIGIBILITY FOR THE PHARMACY INTERN (EDUCATIONAL LIMITED) LICENSE (only for acquiring 1,600 hours of required pharmacy intern experience for full licensure)**

- Provide verification of either enrollment in an ACPE-accredited pharmacy school and beginning the first professional year of study or of obtaining FPGEC certification.
- Submit the \$40 fee with the Pharmacist Educational Limited License application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html).
- A fingerprint report and criminal background check are required. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.

## **ELIGIBILITY FOR THE FULL PHARMACY TECHNICIAN LICENSE BY EXAMINATION**

- Provide proof of either high school graduation or of obtaining a GED.
- Pass the certified pharmacy technician examination of the Pharmacy Technician Certification Board (PTCB), the National Healthcareer Association (NHA), or a Board-approved employer-based training program.
- Arrange for submission of verification of licensure in any state or province where licensed, even if the license is no longer active.
- Submit the \$55 fee with the Pharmacy Technician License application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html). A fingerprint report and criminal background check are required.
- Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.

## **ELIGIBILITY FOR THE LIMITED PHARMACY TECHNICIAN LICENSE**

- Must provide proof of working as a pharmacy technician for the same employer since December 22, 2014. Cannot change employers and maintain the limited license.
- Must have worked for at least 1,000 hours during the 2-year period immediately preceding the license application.
- Arrange for submission of verification of licensure in any state or province where licensed, even if the license is no longer active.
- Submit the \$35 fee with the Pharmacy Technician Limited License application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html).
- A fingerprint report and criminal background check are required. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.

## **ELIGIBILITY FOR THE TEMPORARY PHARMACY TECHNICIAN LICENSE (issued for one year to continue working while studying for the full license examination)**

- Arrange for submission of verification of licensure in any state or province where licensed, even if the license is no longer active.
- Submit the \$40 fee with the Pharmacy Technician Temporary License application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html).
- A fingerprint report and criminal background check are required. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.

## **ELIGIBILITY FOR DRUG CONTROL LICENSE**

- Must hold this license if you are a prescriber, other than a veterinarian, who routinely stores and dispenses prescription drugs; a separate drug control license must be obtained for each location from which drugs are stored and dispensed.
- Submit the Drug Control license application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html), along with the fee that corresponds with the expiration date of your professional license.

## **ELIGIBILITY FOR A CONTROLLED SUBSTANCE RESEARCH LICENSE**

- A separate license is required for a) conducting research with a Schedule 1 controlled substance, b) conducting research with a Schedule 2-5 controlled substance, and c) conducting chemical analysis with any controlled substance.
- Submit the \$85 fee with the Controlled Substance Research license application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html).
- Submit credentials to conduct the proposed research, the protocol of the proposed research, a list of the controlled substances and doses to be used, procedures for

storage and security of the controlled substance, and a list of the staff or other persons who will be involved in the research.

- If applying for the Analytical Laboratory license to conduct chemical analysis must also provide a brief resume covering the activities that will be under your supervision.
- A fingerprint report and criminal background check are required. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.

## **ELIGIBILITY FOR A CONTROLLED SUBSTANCE LICENSE FOR A PRESCRIBING PHYSICIAN IN A DRUG TREATMENT PROGRAM**

- For physicians prescribing, dispensing, or administering controlled substances specifically to treat drug-dependent patients.
- Submit the \$85 fee with the Controlled Substance Research license application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html).

## **ELIGIBILITY FOR A LICENSE TO STORE, HANDLE, AND USE CONTROLLED SUBSTANCES FOR ANIMAL EUTHANASIA**

- Submit the \$85 fee with the Sodium Pentobarbital Use application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html).
- Must provide a curriculum vitae for the responsible employee, a list of drugs used, drug security protocol, and the names of all trained employees and the licensed veterinarian who provided training.

## **ELIGIBILITY FOR A NEW PHARMACY FACILITY LICENSE**

- Submit the \$180 fee with the Pharmacy New Store License application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html).
- Provide name and license number of Michigan-licensed pharmacist-in-charge (PIC).
- Complete and submit both the ADP System Approval Request and the Self-Inspection forms.
- Submit the Articles of Incorporation and/or Assumed Name Certificate, or Partnership Certificate, as appropriate.
- Arrange for submission of verification directly to the Department from any state where the pharmacy is currently or has ever held a permanent license or registration.
- A fingerprint report and criminal background check are required if a) the person applying is an individual owner who is not already licensed as a health professional in Michigan, unless the first license was obtained prior to October 1, 2008; b) the pharmacy is owned by a partnership, then all partners and any individual managing day-to-day operations must be fingerprinted; c) the application is from a private corporation that owns fewer than 75 pharmacy facilities, then any individual managing the day-to-day operations

must be fingerprinted. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received. Fingerprints are not required for an individual who has had fingerprints taken for a Michigan healthcare license application within the two years preceding the date of this application.

- If providing compounding services for sterile pharmaceuticals, must submit verification of current accreditation or verification that the pharmacy is seeking accreditation by the Pharmacy Compounding Accreditation Board (PCAB) of the Accreditation Commission for Health Care (ACHC). Alternatively, must submit documentation verifying compliance with U.S. Pharmacopeial Convention (USP) standards.
- Outsourcing Facility: Section 17748 of the Michigan Public Health Code requires that outsourcing facilities be licensed as a pharmacy in order to do business in Michigan. If the application is for an outsourcing facility, you must indicate this in the designated space on the application form. You must also submit verification that the facility is in compliance with the FDA requirements applicable to compounding services for sterile pharmaceuticals.

## **ELIGIBILITY FOR AUTHORITY TO COMPOUND PHARMACEUTICALS IN A LIMITED QUANTITY WITHOUT A PRESCRIPTION (for pharmacists or pharmacies)**

- Submit the application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html). There is no fee for this application.
- Complete the Affidavit for Receipt of Compounded Pharmaceuticals, verifying the need for the compounded pharmaceuticals that will only be administered to patients (must be located in Michigan or in a state immediately adjacent to Michigan) of a licensed prescriber or patients in a licensed health facility/agency.
- Provide a list of the compounded pharmaceuticals, the reason the pharmaceuticals need to be compounded, a description of the anticipated quantities and frequency of the need to provide these compounded pharmaceuticals before a prescription is received, and a description of the conditions of operation that are consistent with USP standards and requirements for sterility testing.

## **ELIGIBILITY FOR A MANUFACTURER/WHOLESALE LICENSE**

- Submit the \$85 fee with the Manufacturer/Wholesaler License application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27548---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27548---,00.html). If also applying for a controlled substance license, the fee is \$170.
- Provide name and license number of PIC or facility manager, as appropriate.
- Submit photographs of the interior and exterior premises, a floor plan of the facility, and a list or catalog of all drug products or prescription devices manufactured or distributed in Michigan.

- Submit the Articles of Incorporation and/or Assumed Name Certificate, or Partnership Certificate, as appropriate.
- Complete and submit the Compliance Checklist.
- Arrange for submission of verification directly to the Department from any state where the facility is currently or has ever held a permanent license or registration.
- A fingerprint report and criminal background check are required if a) the person applying is an individual owner who is not already licensed as a health professional in Michigan, unless the first license was obtained prior to October 1, 2008; b) the pharmacy is owned by a partnership, then all partners and any individual managing day-to-day operations must be fingerprinted; c) the application is from a private corporation that owns fewer than 75 pharmacy facilities, then any individual managing the day-to-day operations must be fingerprinted. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received. Fingerprints are not required for an individual who has had fingerprints taken for a Michigan healthcare license application within the two years preceding the date of this application.